



**HOC NEWSLETTER
SPRING/SUMMER
EDITION**

HEALTH OCCUPATIONS CREDENTIALING

UPDATE

UPDATE NEWSLETTER

In an effort to utilize today's technology, HOC is now providing the Update newsletter to individuals via the internet. If you wish to receive notice of the Update when placed on our web site, please send an e-mail to Janell McMillan at: jmcmillan@kdhe.state.ks.us. The newsletter will be provided primarily in "bullet" style. Paper copies will be provided upon request.

Your comments on this newsletter are welcome; please e-mail Janell McMillan at jmcmillan@kdhe.state.ks.us or you may e-mail Marla Rhoden, Director, at mrhoden@kdhe.state.ks.us.

Update

News Update, a look at what's coming.

Update

- ✓ **Home Health Aide Program Revision Update** -The committee members have completed the proposed 20-hour home health aide curriculum and test questions...
- ✓ **Other HOC Activities**-A task force has been formed at the request of the Board of Adult Care Home Administrators to survey preceptors and new administrators to evaluate the practicum experience....
- ✓ **Paid Nutrition Assistant**-The federal regulations allow facilities to use a paid nutrition assistant if the nutrition assistant: successfully completes ...

ADULT CARE HOME ADMINISTRATOR LICENSE RENEWALS

License renewal packets were mailed on May 4, 2004 to the 345 adult care home administrators with licenses expiring June 30, 2004. The packets were mailed to the address of record. If an administrator has not received their packet they should call Brenda Nesbitt, Licensing Administrator, at 785/296-0061.

PHONE NUMBER FOR HEALTH OCCUPATIONS CREDENTIALING

When you have questions or want to contact someone in HOC but do not know the phone number, call:

(785) 296-1240

Special points of interest:

- Meet the CRC Staff, Pg 7
- Thank you, Pg 2
- Revised C.N.A. sponsor and instructor manual, Pg 2
- Director's Note, Pg, 6
- CRC Administrator's Note ,Pg 6
- Introduction of new employees, Pg 7

HOC UPDATE

SPRING/SUMMER EDITION 2004



THANK YOU, THANK YOU, THANK YOU!

Thank you to the schools who helped in the development of the CMA tests. The following schools participated in field testing to provide data for analysis in finalizing the three forms of the test:

Butler County Community College
Flint Hills Technical College
KAW Area Technical School
Kansas City Area Technical School
Neosho County Community College
Northeast Kansas Technical College
Wichita Area Technical School

Thank you, too, to the medication aides who participated in setting the pass scores for the three forms of the test. The following medication aides participated:

Sabrina Beardslee	Jennifer Brown	Linda Diane Finan	Erin C. Flynn
Bertha Lee Holmes	Tammi Johnson	Kelly Lord	Christine Montgomery
Yolanda Ortega	Marilyn Ortiz	Robbie Pennington	Vanessa Richard

REVISED CNA SPONSOR AND INSTRUCTOR MANUAL

Regulation changes and changes in the test scheduling process necessitated changes to the CNA instructor manual. Revised manuals have been mailed to instructors and sponsors who participated in a course in the past year. If you did not receive a copy of the revised manual and want one, contact Dolores Staab at (785) 296-6796 or dstaab@kdhe.state.ks.us.



HAPPY SUMMER!!



HOC UPDATE

SPRING/SUMMER EDITION 2004

ATTENTION: INSTRUCTORS AND COORDINATORS OF TRAINING, DIRECTORS OF NURSING AND ADMINISTRATORS

New Forms:

We have changed our certification forms, and they are available on our web site at: www.kdhe.state.ks.us/hoc. If you have trouble locating them, please contact Betty Domer at 785-296-1250 or bdomer@kdhe.state.ks.us. Please discard all old forms.

Fees:

All certification fees have been increased from \$10.00 to \$20.00. This includes nurse aide, home health aide, medication aide (initial and renewal), and replacement certificates.

Instructor Roster:

Course instructors, please be advised that the **roster must be completed** with instructor name and number. (six-digits) Please contact the HOC office if you are unsure about the correct instructor number. In addition, please include the facility name, correct course number, dates and hours of course, student name, social security number, and instructor signature. Enclose both application and fee for each student, but **do not staple** them together prior to mailing. To avoid processing delays, make sure all applications are completed accurately with name, social security number, date of birth, address and phone number. Incomplete applications cannot be processed.

Checklist for Employment Verification:

Please contact the Nurse Aide Registry to be sure an individual is eligible to do the task checklist. As long as HOC can confirm the individual is listed on the registry as a nurse aide, they are eligible to do the checklist. If the individual is not listed on the registry, they must take (and pass) the 90-hour Kansas nurse aide course, in addition to the state test, in order to work as a nurse aide.

If a **Kansas certified nurse aide** has not worked in a two-year period they may either take the nurse aide refresher course (listed on KDHE web site), or complete the task checklist. The checklist is not intended for use by out of state nurse aides or nursing students and must be requested and administered by a **Registered Nurse (not LPN or nurse aide), in a long-term care facility, hospital or lab setting at a school**. The RN observes each task, signs and submits the individual's checklist to HOC after all tasks have been satisfactorily demonstrated.

Please do not return the completed task checklist to the CNA. It is the responsibility of the RN or human resource staff to submit a checklist to HOC, either by mail or fax. If the task checklist is faxed to HOC, do not mail the original. Once the registry record has been updated, the aide will be eligible to work. Prior to employing the aide, the facility must contact the Nurse Aide Registry for confirmation. Once received, confirmation letters are to be retained in the aide's employment file. If you have additional questions relating to task checklist procedures, please contact Betty Domer.

If an individual has worked as a nurse aide in the past 24 months they may request the individual employment verification form. The employer will complete the form and either fax or mail the form to HOC (Fax # 785 296 3075). The aide's registry record will be updated based on the verification of employment.

Medication Aides:

Medication aide certificates are valid for two years. During that two-year period a CMA must take a 10-hour continuing education (CE) course to renew the certificate. Credit will be given for only one 10-hour CE course during the two-year certification period. CE hours do not carry over to the next two-year period. Please contact Betty Domer with questions concerning medication aide certification, such as course start dates.

Once a certificate has expired an individual may not work as a medication aide until his/her certificate is reinstated. If certification expires, an individual may reinstate certification by taking a 10-hour CE course and paying the required fee within the three-year period following expiration of the certificate. After the three-year period has lapsed, the individual will be required to retake and pass the entire 75-hour medication aide course **and** state test in order to work as a medication aide.

HOC UPDATE

SPRING/SUMMER EDITION 2004



PAID NUTRITION ASSISTANTS

Through the passage of 2004 House Substitute for SB 272, the Kansas legislature has amended KSA 2003 Supp. 39-923 to allow the use of paid nutrition assistants in adult care homes, as prescribed by federal regulations 42 CFR 483.35(h) and 42 CFR 483.160, in effect on October 27, 2003.

The federal regulations allow facilities to use a paid nutrition assistant if the nutrition assistant:

1) successfully completes a State approved training course that meets, at a minimum, federally defined requirements; 2) works under the supervision of an RN or LPN and; 3) calls on a supervisory nurse for help in an emergency. The supervising nurse must be on duty in the facility.

The federal regulations also require that the facility must:

- ensure that a nutrition assistant feeds only residents who have no complicated feeding problems. Complicated feeding problems include, but are not limited to, difficulty swallowing, recurrent lung aspirations, and tube or parenteral/IV feedings;
- base resident selection on the charge nurse's assessment and the resident's latest assessment and plan of care;
- maintain a record of all individuals, used by the facility as nutrition assistants, who have successfully completed the training course.

The federal regulations require that the course consist of a minimum of eight hours of training and include the following:

- feeding techniques
- assistance with feeding and hydration
- communication and interpersonal skills
- appropriate responses to resident behavior
- safety and emergency procedures, including the Heimlich maneuver
- infection control
- resident rights
- recognizing changes in residents that are inconsistent with the normal behavior and the importance of reporting those changes to the supervisory nurse

The state statute further specifies that the instructor of the paid nutrition assistant course must meet nurse aide instructor requirements as specified in 42 CFR 483.152. Therefore, instructors must have a minimum of two years of nursing experience, at least one year of which is in the provision of long-term care facility services.

Health Occupations Credentialing has begun the process of developing the course for paid nutrition assistants in Kansas. The proposed plan for developing the course includes asking associations and schools to nominate an RN, dietitian or speech-language pathologist to serve on a committee which will meet at least once and possibly twice in Topeka. For further information or if you have questions, contact Martha Ryan at (785) 296-0058 or email mryan@kdhe.state.ks.us.



HOC UPDATE

SPRING/SUMMER EDITION 2004

HOME HEALTH AIDE PROGRAM REVISION UPDATE

The committee members have completed the proposed 20-hour home health aide curriculum and test questions. Lynn Searles, RN, Bureau of Child Care and Health Facilities, and Janette Pucci, MN, RN, Kansas State Board of Nursing, have reviewed the test questions. When the questions have been field tested and a pass score has been set, the proposed regulation changes will begin. The new curriculum and tests will be available for use once the regulation changes have been adopted.

The committee members have worked diligently to revise the program. HOC would like to recognize and thank the committee members and the associations/schools that nominated them: Terry McCaffery, RN, CHPN, Kansas Home Care Association; Margaret Noller, BA, CNA, CMA, HHA, Butler County Community College; Gerri Peterson, RN, Kaw Area Technical School; Terri Wahle, RN.C, Kansas Home Care Association; DeLores Walden, RN, Kansas Association of Homes and Services for the Aging; and Sandy Watchous, MN, RN, Kansas Home Care Association.

And, thank you to Lynn Searles and Janette Pucci for their conscientious review of the proposed materials.

If you have comments or questions, contact Martha Ryan at (785) 295-0058 or mryan@kdhe.state.ks.us.



OTHER HOC ACTIVITIES

A task force has been formed at the request of the Board of Adult Care Home Administrators to survey preceptors and new administrators to evaluate the practicum experience. The task force was also asked by the board to develop a suggested curriculum for the practicum. The task force has begun working on those issues.

Evaluation of the medication aide programs in the bordering states has begun. The following school coordinators are evaluating the materials: Myrna Bartel, Manhattan Area Technical College; Danean Belton, Wichita Area Technical College; Kathy Bode, Flint Hills Technical College; Ann Hess, Johnson County Community College; Jeanne Miles, Hutchinson Community College; Linda Sullivan, Kansas City Kansas Community College; and Susan White, Kansas City Kansas Area Technical School. They will make recommendations regarding aides trained in the bordering states who wish to challenge the Kansas medication aide test.

At HOC's advisory group meeting, on May 21, 2004, Patricia Maben, Kansas Department on Aging (KDOA), said that KDOA has asked CMS for permission to use civil money penalty funds for education of CNAs and nurses. Ms. Maben suggested **additional training for CNAs** in restorative nursing, infection control, pressure ulcers and culture change and for nurses in performing appropriate assessments. Ms. Maben will propose that KDOA grant monies to develop the courses and pay the tuition of a given number of students.

HOC UPDATE

SPRING/SUMMER EDITION 2004



The Director's Note:

Greetings from everyone at HOC! We hope you're enjoying the season, with all the activities that milder weather brings.

This year's legislative session saw HOC involved with a number of issues. One of the most significant in terms of immediate impact to HOC and our customers is the passage of House Substitute for SB 272, which allows adult care homes to use paid nutrition assistants. We are currently in the beginning stages of developing a plan for implementing this legislation. You can read more about this initiative in the article on p. 4 of the *Update*.

We at HOC are also excited about our pending acquisition of a new database system. Once installed, the new system will allow us to provide more streamlined services, such as online access to the Kansas Nurse Aide Registry and online license renewals and verification. More news and a projected timeline will be available in the Fall edition of the *Update*.

For now - enjoy the summer!



CRC Administrator's Note:

COMMON REASONS FOR CRIMINAL RECORD CHECK PROCESSING DELAYS

No payment or incorrect amount of payment is submitted with CRC request.

CRC requests are not processed without accompanying payment unless the requests are prepaid. When requests are received without payment or incorrect amount of payment, they are returned to the facility, causing an unnecessary delay in processing. The processing fee for a record check is \$10.00, increased from \$7.50 effective July 1, 2002.

CRC request form is incomplete, incorrect, or missing information needed to process the request.

To avoid processing delay it is well worth the time and effort to assure that CRC requests are complete and accurate, including: facility ID number, mailing address, complete legal name and/or other names used, social security number and date of birth.

Requests to process CRCs on administrators, RNs and LPNs

The CRC staff processes criminal record checks for unlicensed individuals such as: Certified Nurse Aide, Certified Medication Aide, Home Health Aide, Housekeeping, Laundry and Food Service Workers. Licensed individuals such as Administrators, Registered Nurses, and Licensed Practical Nurses are not processed by the Health Occupations Credentialing CRC staff. If you have questions concerning Adult Care Home Administrators please contact Brenda Nesbitt at (785) 296-0061. Matters relating to RNs and LPNs are directed to the Kansas State Board of Nursing. Facilities may access the KSBN website at www.ksbn.org or call (785) 296-4929.



HOC UPDATE

SPRING/SUMMER EDITION 2004

MEET THE CRC STAFF



BACK ROW: SARITA, DANA, MELINDA

FRONT ROW: JANELL, JASMIN

MEET HOC STAFF MEMBER

JANELL MCMILLAN

Many of you have had opportunity to visit with Janell McMillan on the Kansas Nurse Aide Registry since she joined the Health Occupations Staff in September 2003. Originally from Concordia, KS, Janell joined the United States Marine Corp in May 1989. She met her husband Scott in February 1990 while stationed at Cherry Point, North Carolina, and was deployed to the Gulf War in January 1991 with Marine Wing Support Squadron 271. Janell received an honorable discharge and Meritorious Mast from the Marine Corps and letter of appreciation from the Kingdom of Saudi Arabia. She and her husband Scott then relocated to Illinois.

Janell graduated from Illinois State University in December 1995 with a Bachelors degree in Social Work and a minor in Sociology. She worked for the Livingston County Court and the Illinois Department of Corrections from 1996 through 2003. After accepting a position with KDHE, Health Occupations Credentialing in September 2003, Janell, husband Scott and their two sons, Stephen (age 12) and Joseph (age 6), relocated to Topeka, Kansas.

In her spare time, Janell enjoys reading, cross stitch and taking their four dogs on family walks. She and her family are involved in Scouting, volunteer work and are active members of their Topeka church.

As the Kansas Nurse Aide Registry Operator, Janell provides services to adult care facilities, hospitals, home health agencies and staffing agencies for the entire state of Kansas. In addition she is also responsible for processing interstate and reciprocity applications and annual employment verifications. When asked about the most enjoyable aspect of her job on the registry, Janell replied, I enjoy talking with all of the staff members of the various facilities, giving the information they need and providing good customer service.

Contributed by Melinda Reynard-Lindsay, CRC Administrator

WELCOME NEW STAFF

HOC has a new face. Beth Montgomery has returned to the Bureau of Child Care and Health Facilities after one year with the Department on Aging. Beth accepted the position with HOC in May of 2004. Before joining KDHE, Beth had worked for 10 years at a Rehabilitation Hospital in Topeka.

HEALTH OCCUPATIONS CREDENTIALING

Maria Rhoden, Director
Curtis State Office Building
1000 SW Jackson, Suite 330
Topeka KS 66612-1365

Phone: 785-296-1240
Fax: 785-296-3075
Email: jmcmillan@kdhe.state.ks.us

UPDATE

POINTS TO PONDER

Pets don't feel sorry for themselves.

A dog, for instance, is just trying to have a nice day, eat good dog food, guard the house, and have a good love relationship with its owner. He doesn't care about the Browns or the Joneses down the street.

And he doesn't care if, when he gets up in the morning, he doesn't look quite right in the mirror. He's just doing his best to have a nice day -- today. (Thank you Michelle R.)

If you have a point to ponder you would like to submit, please send it to Janell.

Kansas Department of Health and Environment Bureau of Child Care and Health Facilities

Health Occupations Credentialing
1000 SW Jackson, Suite 330
Topeka, Kansas 66612-1365
(785) 296-1240
Fax (785) 296-3075

Obtain HOC
Revised Forms on
our Website
www.kdhe.state.ks.us/hoc

Health Occupations Credentialing

Assistance	Call
Not sure who to call... (Forms may be downloaded from Internet)	785-296-1240 www.kdhe.state.ks.us/hoc
Licensing of speech-language pathologist, audiologist, dietitian, adult car home administrator. Verification of same licenses. Test for adult care home administrator. Bnesbitt@kdha.state.ks.us	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act Sirwin@kdha.state.ks.us	Steve Irwin 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees, instructor approval Dstaab@kdhe.state.ks.us	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and Task Checklist Bdomer@kdhe.state.ks.us	Betty Domer 785-296-1250
Medication aides and related forms Sseymour@kdhe.state.ks.us	Sheila Seymour 785-296-0060
Interstate or reciprocity for aides Jmcmillan@kdhe.state.ks.us	Janell McMillan 785-296-0059
Education policies Mryan@kdhe.state.ks.us	Martha Ryan 785-296-0058
Criminal record check program Mreynard-lindsay@kdhe.state.ks.us	Melinda Reynard-Lindsay 785-296-8628
Criminal record check program support, notice of prohibitions, inquiries related to findings of abuse, neglect, exploitation Severett@kdhe.state.ks.us	Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act) Mrieck@kdhe.state.ks.us	Michelle Rieck 785-296-0583
Ordering prepaid criminal record check forms Dderrick@kdhe.state.ks.us	Dana Derrick 785-296-0446

**KANSAS NURSE AIDE REGISTRY
(785) 296-6877**

**Monday through Friday
8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.**